



Assignment 1

Customers expect products to be in-stock, and, depending on the product, rotated, faced, tagged/priced, and adequately organized and presented.

Merchandise Accessories for one week.

Goal: Ensure compliance with ticketing standards.
 Ensure compliance with divisional signing standards (including the operation of signing devices).
 Ensure compliance with merchandising standards.
 Ensure compliance with divisional hanging/folding standards.
 Ensure compliance with fixture usage/maintenance standards.

- ☐ Based on information found in the Visual Merchandise Manual, assume the responsibility for ensuring that accessories stays in compliance with:
 - ticketing standards
 - divisional signing standards
 - merchandising standards
 - divisional hanging/folding standards
 - divisional fixture usage/maintenance standards
- ☐ Take the appropriate action to correct any discrepancies.
- ☐ Topics to cover:
 - how to audit for compliance
 - how to coach employees

notes



Assignment 2

Coordinate implementation of the weekly Merchandise Specialist Notes in Accessories.

Goal: Coordinate implementation of the weekly Merchandise Specialist Notes at a management level.

- ☐ Read the most current copy of the weekly Merchandise Specialist Notes and find the following information:
 - buyer information
 - sales opportunities
 - general/product information
 - follow-up activities
- ☐ *then*, take responsibility to see that the strategy is carried out in your store.
- ☐ Topics to cover:
 - featured items
 - mandatory displays
 - item of the week
 - Sales Commitment cards
 - holiday items
 - new items
 - layouts
 - merchandising tips
 - floor flow
 - RMS

notes



Cosmetics

Chapter Contents

This chapter contains five assignments with activities to complete within each assignment.

Assignment Checklist

Check off each assignment once all activities for that assignment are completed.

- | | |
|--|--------------------|
| <input type="checkbox"/> <u>Review all Cosmetics' orders.</u> | <u>... page 73</u> |
| <input type="checkbox"/> <u>Process Cosmetics' salvage.</u> | <u>... page 74</u> |
| <input type="checkbox"/> <u>Ensure vendor sign-in on the vendor logs.</u> | <u>... page 75</u> |
| <input type="checkbox"/> <u>Set a display.</u> | <u>... page 76</u> |
| <input type="checkbox"/> <u>Coordinate implementation of the weekly Merchandise Specialist Notes in Cosmetics.</u> | <u>... page 77</u> |



Assignment 1

Fred Meyer's commitment:
To be in-stock on all basic
merchandise at all times.

While the objective is to
remain in-stock, this must
be done without becoming
overstocked, which has a
negative effect on the
department's profits.

Effective management
includes maintaining an
awareness of current
inventory.

Review all Cosmetics' orders.

Goal: Ensure compliance to the quality ordering standards (including RMS, basic, ad, and special orders).

- ☐ Working with the Cosmetics sectionhead, review all orders to ensure they meet quality ordering standards. Make suggestions and changes where necessary.

Note: For further reference, read How to Train an Order Clerk.

- ☐ Topics to cover:
 - RMS
 - basic
 - ad
 - special orders
 - minimum point order
 - overstocks
 - out-of-stocks
 - adjusting orders
 - LOAMs
 - MAGIC
 - LR orders
 - reasonable presentation

notes



Assignment 2

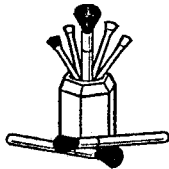
Proper and timely processing of salvage helps reduce shrink and allows for better inventory control resulting in higher profitability.

Process Cosmetics' salvage.

Goal: Process salvage and audit salvage procedures.

- ☐ Process cosmetics salvage and then review the appropriate documents to verify your salvage credits.
- ☐ Topics to cover:
 - location of salvage area
 - hardlines procedures
 - softgoods procedures
 - transmission logs
 - credits
 - tagging/ticketing
 - non-salvage merchandise
 - vendor returns
 - callbacks/recalls
 - donations
 - CI desk procedures
 - effects of salvage on profits
 - shipping salvage

notes




Assignment 3

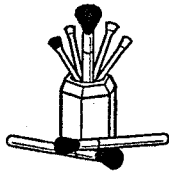
Vendors are accountable to the store management while they are performing duties inside a store and are expected to adhere to conduct standards.

Ensure vendor sign-in on the vendor logs.

Goal: Ensure vendor sign-in on the vendor logs.

- ☐ Take responsibility for one period to monitor the Vendor log.
- ☐ Topics to cover:
 - Vendor log
 - vendor conduct

 notes




Assignment 4

Effective display enables us to show the Customer current trends and how to coordinate items, and, in turn, it encourages additional sales.

Set a display.

Goal: Communicate an understanding of the visual display person's role.

- ☐ Working with the visual display person, set a display for Cosmetics.
- ☐ Topics to cover:
 - commodities vs. fashion presentation
 - installation time
 - using seasonal trend merchandise
 - display maintenance
 - display trends
 - ad items

 notes




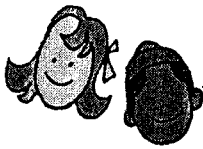
Assignment 5

Coordinate implementation of the weekly Merchandise Specialist Notes in Cosmetics.

Goal: Coordinate implementation of the weekly Merchandise Specialist Notes at a management level.

- ☐ Read the most current copy of the weekly Merchandise Specialist Notes and find the following information:
 - buyer information
 - sales opportunities
 - general/product information
 - follow-up activities
- ☐ *then*, take responsibility to see that the strategy is carried out in your store.
- ☐ Topics to cover:
 - featured items
 - mandatory displays
 - item of the week
 - Sales Commitment cards
 - holiday items
 - new items
 - adjusting orders
 - layouts
 - merchandising tips
 - floor flow

 notes



Children's

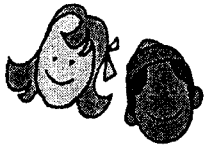
Chapter Contents

This chapter contains three assignments with activities to complete within each assignment.

Assignment Checklist

Check off each assignment once all activities for that assignment are completed.

- ☐ Monitor compliance with the current planogram. ... page 81
 - ☐ Implement either a seasonal merchandising plan or a sales event. ... page 82
 - ☐ Coordinate implementation of the weekly Merchandise Specialist Notes in Children's. ... page 84
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Assignment 1

Planograms provide information necessary to remain in-stock on all basic products.

Monitor compliance with the current planogram.

Goal: Ensure compliance with planograms.

- ☐ Tour Children's with your training manager to determine that the current planogram is being used. Work with the sectionhead to make any necessary changes.
- ☐ Topics to cover:
 - department break outs
 - sizing standards
 - proper implementation
 - auditing for compliance
 - timeframes
 - products affected
 - distribution/filing
 - signing standards
 - banners
 - name brand signs

notes




Assignment 2

Implement either a seasonal merchandising plan or a sales event.

Goal: Coordinate implementation of the seasonal merchandising plans and the sales event bulletins.
Assist with preparing seasonal critiques for the Regional Sales and Merchandising Supervisor.

- ☐ Review the most current seasonal merchandising plan and/or sales event bulletin then assist your training manager in planning, delegating, and implementing the plan.
 - Discuss any deviation you may need to make to the plan to make it work in your store.
 - Define and draw this season's plan.
- ☐ Topics to cover:
 - floor map
 - fixtures/fixture assembly
 - planning calendar
 - sales objectives
 - tie-in items
 - promo set
 - cross-overs/checkstands


 notes



Assignment 2 (continued)

Critiques provide you with an active voice to the buyers and merchandisers, helping them make better decisions in the future.

- ☐ Assist your training manager in completing a critique of a promotional event.
- ☐ Topics to cover:
 - What sold well?
 - What didn't sell?
 - Were promotional materials received on time?
 - sales information

 notes
